

These policy standards apply when establishing a premium pay policy. Agencies may choose to implement a flat rate or “up to” premium pay policy.

All premium pay policies **with a flat rate** must contain the following language:

“This policy is not intended to create any property rights. The agency may re-assess “need” and the allocation of funding resources at any time and may rescind or change the amount given with prior Commission Approval. Sufficient notice must be provided to the employee.”

All premium pay policies **with “up to”** must contain the following language:

“This policy is not intended to create any property rights. The agency may re-assess “need” and the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to State Civil Service of any changes in the amount paid.”